



**Community
Preservation
Committee**

TOWN OF ACTON

472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
Fax (978) 929-6340
cpc@acton-ma.gov
www.acton-ma.gov

May 10, 2012

Mr. Steven Ledoux
Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

**Re: 2012 CPA Project Funding – Town of Acton
468 Main Street - Access for Persons with Disabilities – up to \$70,000**

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2012 Community Preservation funds (CPA funds). The Town's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of all the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please note:

- The Town staff person assigned to this project is Dean Charter, Director of Municipal Properties.
- CPA funding for this project is available immediately following the release date of this letter and after the issuance by the Acton Historic District Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed rehabilitation work.
- CPA funds shall be used in accordance with standard Town of Acton accounting procedures, policies, and controls.
- All work shall be performed and completed in conformance with the terms of the Certificate of Appropriateness issued by the Acton Historic District Commission, if applicable.
- Any significant changes to the project from what was presented in the funding

application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.

- Upon completion of the project and payment of all bills, please certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Upon completion, please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program. Please post on such sign at the project site while work is ongoing.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Walter Foster
Chairman
Community Preservation Committee

cc: Board of Selectmen
Dean Charter, Dir. of Municipal Properties
Historic District Commission

Roland Bartl, Planning Director
Joseph Tassone, Town Accountant

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The Town of Acton accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2012

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Town Manager
Town of Acton
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Acton, MA 01720